

**Summary of the  
NELAC Board of Directors/Committee Chairs Teleconference  
January 7, 1999**

The Board of Directors and Committee Chairs of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, January 7 1999 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

**Approval of Minutes**

The minutes of the December 17, 1998 teleconference were approved.

**Latest Information on NELAC Attendance**

Ms. Betsy Dutrow reported on the registration for the Interim meeting. She reported that there are three overflow hotels to accommodate attendees. Dr. Jackson urged everyone to register for NELAC V and to make hotel reservations (Sheraton Hotel and Conference Center, (518) 584-4000, Saratoga Springs, NY) early.

**Policy on Revision of Standards**

Dr. Jackson gave an overview of the reasons for amending the policy on revision of standards. The Board reviewed the amended version and suggested reversing items number 1 and 2. The wording for the new number 2 should read as follows, "A standing committee should propose changes, however, if at least one of the following requirements has been met: . . ." Item 3, second sentence, was changed to read , "...in item 1 above."

**Policy on Committee Membership**

Dr. Jackson reported that Ms. Carol Batterton was proposing, for the Nominating Committee only, that members could be selected to serve on this committee even though they are already serving on another committee. This committee is for one term only and the proposed change to Item 8 of the policy would assure that members are knowledgeable of NELAC. It was suggested that in item10 the parenthetical phrase should be deleted since the exception is no longer needed. Item 11 should be changed to read, "During the first five years of the operation of any standing committee, ..." and Item 12 should be changed to read, "During the first three years of the operation of any administrative committee, ..."

A discussion on the training of committee chairs was held. It was proposed that a Chair Training Session be held during the Board/Committee Chair meeting at the Annual NELAC to review all the policies.

## **NELAC Session Ground Rules**

Ms. Dutrow explained that there was a need for ground rules for all the committees to operate under. Mr. Joe Slayton submitted the ground rules that are used by the Quality Systems Committee in their public meetings. It was proposed that Item 6 be changed to read, "When recognized by the Chair, please stand when stating your name and affiliation." It was suggested that these proposed rules be incorporated into the Policy on Conducting Meetings. Ms. Mourrain agreed to incorporate the two versions and will distribute the revised version to the Chairs prior to the Interim meeting. She and Ms. Dutrow will make sure that these ground rules are available in the committee session rooms.

## **Letter on Receiving Comments**

Mr. Slayton discussed the process the Quality Systems Committee uses in handling comments from interested parties. Ms. Mourrain, Ms. Dutrow and Mr. Slayton will work on an official process for the committees to use in handling comments and standardize a letter for them to use in responding to comments.

## **Small Laboratory Issues**

Dr. Jackson stated that he had received a draft report from Dr. Wilson Hershey, Co-Chair of the ELAB, on the small laboratory issues survey. Dr. Jackson will prepare a response to ELAB outlining the responses NELAC is making to the small laboratory comments.

## **Proposal for Effective Dates of Revised Standards**

Dr. Jackson discussed the reasons for this proposal. The Board and Committee Chairs reviewed the policy and agreed that items 1 and 2 should be reversed. It was also suggested that an addendum page with the changes listed be issued with the standards

## **Speaker for DOE Meeting**

Ms. Mourrain asked for a volunteer to speak at the DOE meeting in Las Vegas, NV next March. Dr. Ron Cada volunteered to make the presentation if Dr. Charles Brokopp is not available.

## **Proposal for Effective Date of Revised Standards**

Dr. Jackson explained that the states will be working from a different combination of various standards and in order to facilitate reciprocity an effective date for each standard needs to be shown. Ms. Mourrain suggested that items 1 and 2 be reversed as well as modifying item 3 to go along with the wording in Chapter 6. Dr. Davies suggested that an addendum page be issued with the standards showing the effective dates and when they become effective then incorporated them into the body of the standard. Ms. Mourrain stated that she will look into this. The Committees are to discuss this issue in their meetings at the Interim meeting and get the results to Dr.

Brokopp or Ms. Batterton before the Transition Committee meeting.

**Action Items**  
**Board of Directors/Committee Chairs Teleconference**  
**January 7, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1.	Dr. Ken Jackson will mention the Policy on Revision of Standards at the Plenary Session of the Interim meeting.	Completed
2.	Ms. Mourrain will incorporate the proposed ground rules for conducting meetings with the Policy on Conducting Meetings and she and Ms. Dutrow will make sure they are available in all the committee session rooms at NELAC IVi.	Completed
3.	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	
4.	Dr. Jackson will prepare a letter to ELAB on NELAC's response regarding the small laboratory survey issues.	Completed
5.	Committee chairs are to provide information on the "Proposal for Effective Date of Revised Standards" to Dr. Brokopp or Ms. Batterton prior to the Transition Committee meeting.	

**Attachment B**

**List of Participants**  
**Board of Directors/Committee Chairs Teleconference**  
**December 17, 1998**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Dr. Ken Jackson Chair	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: jackson@wadsworth.org
Dr. Jim Pearson Chair-elect (Absent)	Virginia Div. of Consolidate Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 E-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton Past-Chair (Absent)	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 E-mail: cbattert@tnrcc.state.tx.us
Dr. Charles Hartwig (Senior Advisor to the Board)	FL Dept. of Health	Tel: 904-791-1150 Fax: 904-791-1567 E-mail: charles_hartwig@doh.state.fl.us
Dr. Charles Brokopp (Absent)	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 E-mail: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. of Health	Tel: 303-692-3096 Fax: 303-344-9989 E-mail: ron.cada@state.co.us
Ms. Betsy Dutrow Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 E-mail: dutrow.elizabeth@epamail.epa.gov
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Mr. John Anderson, Accrediting Authority	IL EPA	Tel: 217-782-6455 Fax: 217-524-0944 E-mail: janderson@epa.state.il.us

Ms. Pauline Bouchard Program Policy and Structure (Absent)	MN Dept. of Health	Tel: 612-215-0710 Fax: 612-215-0979 E-mail: pauline.bouchard@health.state.mn.us
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Mr. Joe Slayton Quality Systems	U.S. EPA, Region 3	Tel: 410-573-2563 Fax: 410-573-2702 E-mail: slayton.joe@epamail.epa.gov
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